

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 2346 Page 1 of 12
RECORDS RETENTION AND DISPOSAL SCHEDULE		
Agency: University of Maryland, College Park		Division/Unit: University of Maryland Police
Item No.	Description	Retention
	This schedule supersedes Schedule Number 1835 and Schedule Number 2127.	
	<u>Fiscal Services</u>	
1	<u>Budget Files</u> Files related to financial matters. Includes report of transactions for each month for all accounts, working budget for full-time salary.	Retain for 3 years and until audit requirements are met, then destroy.
2	<u>Leave Files</u> Files relating to leave balances of employees who are employed or have been employed by the University of Maryland Police. Includes a record card for each employee, biweekly presence/absence audit trail listing, detailed leave report for each pay period.	Retain final leave balance for 3 years after employee termination, then destroy. During the time the employee is active, retain ongoing leave balance for 3 years and until audit requirements are met, then destroy. The Payroll and Human Resources (PHR) System is the system of record for time entry. Offices of Record for leave balances are University Human Resources and Payroll Services.
3	<u>Payroll Files</u> Records approved by the supervisor that show hours/duty days worked and leave taken for student, contingent, and regular employees; overtime authorization forms; and statements of payroll charges.	Retain for 3 years and until audit requirements are met, then destroy. The Payroll and Human Resources (PHR) System is the system of record for time entry. Offices of Record for time entry are University Human Resources and Payroll Services. For timesheets prior to PHR implementation, Office of Record is the University of Maryland Police.
Authorized by Department Head or Designated Representative Signature: <u><i>Bernard W. Brune</i></u> Title: <u>Dir Pub Safety / Chief of Police</u> Date: <u>4/30/05</u> Authorized by Vice President of Administrative Affairs Date: <u>6/21/05</u> Signature: <u><i>John Farley</i></u> Type Name: <u>John Farley</u> Title: <u>Assistant Vice President</u>		Schedule Authorized by State Archivist Date: <u>AUG 09 2005</u> Signature: <u><i>Edward C. Spangenberg</i></u>

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	<u>Fiscal Services</u>	
4	<u>Payroll Journals</u> Journals recording payroll of full-time and part-time student personnel.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.
5	<u>Personnel Payroll Files</u> Files on employees who are employed or have been employed by the University of Maryland Police. Includes payroll entries, notice of separation forms, employment eligibility verification form I-9, photocopy of Social Security card and birth certificate.	Retain for 10 years after separation, then destroy.
6	<u>Purchasing Records for State Accounts</u> Internal account records, including copies of requisitions, invoices, purchasing card transaction logs, and packing slips.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record for purchasing card transaction logs and Small Procurement Orders is the University of Maryland Police. Office of Record for purchase orders is Procurement and Supply.
7	<u>Purchasing Records Involving Federal Funds</u> Internal account records, including copies of requisitions, invoices, purchasing card transaction logs, and packing slips.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record for purchasing card transaction logs and Small Procurement Orders is the University of Maryland Police. Office of Record for purchase orders is Procurement and Supply.
8	<u>Telecommunications Service Bills</u> Records of telecommunications service charges.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record is the Office of Information Technology.

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Item No.	Description	Retention
	<u>Records</u>	
9	<u>Arrest Records, Adult</u> Reports of criminal arrests in people over the age of 18 years. (Includes Citation in Lieu of Arrest)	Retain until arrestee turns 75 years old or 12 years after the arrest, whichever is later, then destroy.
10	<u>Arrest Records, Sealed</u> Records ordered sealed by the court. If sealed, the records may not be opened for any purpose except by order of the court upon good cause shown.	Retain for 3 years, then destroy.
11	<u>Arrest Records, Juvenile</u> Police records concerning a child. These records are kept separate from adult records.	Retain for 12 years beyond date of last entry item, then destroy.
12	<u>Field Interview Reports</u> Suspicious person reports, reports on trespassing, etc. These are non-criminal reports.	Retain for 1 year, then destroy.
13	<u>Lockout Liability Waivers</u> Signed documents releasing the University of Maryland Police from liability when unlocking a vehicle.	Retain for 1 year, then destroy.
14	<u>Property Receipts</u> Receipts for found, confiscated property.	Retain for 3 years, then destroy.
15	<u>Reports, Accidents (Vehicle)</u> Reports of accidents occurring within the University's jurisdiction.	Retain for 10 years, then destroy.
16	<u>Reports, Criminal (Paper) (1968-1993)</u> Records of documents and photographs pertaining to criminal incidents.	Retain for 75 years, then destroy.
17	<u>Reports, DWI</u> Records of DWI incidents, paperwork, tests, etc.	Retain for 10 years, then destroy.
18	<u>Reports, Incident</u> Records of documents and photographs pertaining to reported incidents.	Retain for 10 years, then destroy.

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Item No.	Description	Retention
	<u>Records</u>	
19	<u>Submitted Uniform Crime Reports</u> Reports of incident and crime statistics submitted to the Federal Bureau of Investigation on a monthly basis.	Retain for 5 years, then destroy.
20	<u>Traffic Citation Transmittals</u> Record of issued traffic citations sent to the court.	Retain for 1 year, then destroy.
21	<u>Traffic Citations</u> File of issued traffic citations to violators.	Retain for 3 years or when disposed of in court, whichever is later, then destroy.
22	<u>Warnings</u> Record of written warnings issued to individuals.	Retain for 6 months, then destroy.

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Item No.	Description	Retention
	<u>Auxiliary</u>	
23	<u>Contract Files</u> Files containing security logs and correspondence issued by Student Police Aide Supervisors.	Retain for 1 year, then destroy.
24	<u>Football/Basketball Operations Reports</u> Files given to unit commander detailing Student Police Aide posts, duties, and other information pertaining to operations of a particular athletic event.	Retain for 1 year, then destroy.
25	<u>Incident Report Files (Police Auxiliary)</u> Reports documenting incidents involving Student Police Aides.	Retain for 1 year, then destroy.
26	<u>Payroll Sign Sheets</u> Ledger documenting each Student Police Aide's receipt of paycheck.	Retain for 1 semester, then destroy..
27	<u>Student Police Aide Personnel Files</u> Folders that may contain applications, certificates, awards, correspondence, and disciplinary actions.	Retain for 5 years after termination of employment, then destroy.
28	<u>Student Police Aide Employment Applications</u> Applications for employment with the University of Maryland Police for Student Police Aide positions.	Retain applications of rejected candidates for 1 year after submission, then destroy. Transfer applications of accepted candidates to employee's Personnel File.

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Item No.	Description	Retention
	<u>Training</u>	
29	<u>Academy Files</u> Files pertaining to student police officers containing: written test examinations; student practical test evaluation scenarios; homework assignments; test remedials; documentation of academic and disciplinary probation action; qualification scores for firearms, EVOC (Emergency Vehicles Operations Course), impact weapons, and First Responder; and administrative files including test appeals, counseling sessions, emergency notification information, MPCTC (Maryland Police and Correctional Training Commission) Form 28, etc.	Retain for 10 years after student police officer enters academy, then destroy.
30	<u>Background Investigation Files (Applicants)</u> Files pertaining to investigations of individuals who have applied for a police officer position with the University of Maryland Police.	Retain for 10 years after individual applies for employment, then destroy.
31	<u>Background Investigation Files (Employees)</u> Files pertaining to investigations of individuals who were hired for a police officer position with the University of Maryland Police.	Retain for 10 years after separation, then destroy.
32	<u>Hiring Process Files</u> Files pertaining to applicants to the University of Maryland Police containing: employment eligibility lists; test scores; review board evaluations; process notification letters; documents pertaining to all phases of the hiring process completed by the applicant.	Retain for 5 years, then destroy.
33	<u>Training Files (Current Employees)</u> Files pertaining to currently employed police officers containing: annual in-service (training) examinations, performance examinations, training orders, MPCTC (Maryland Police and Correctional Training Commission) and agency certifications, and annual firearms qualifications.	Retain examinations for 10 years after examination, then destroy. Retain orders, certifications, and firearms qualifications for 10 years after separation, then destroy.
34	<u>Training Files (Former Employees)</u> Files pertaining to formerly employed police officers containing: annual in-service (training) examinations, performance examinations, training orders, MPCTC (Maryland Police and Correctional Training Commission) and agency certifications, and annual firearms qualifications.	Retain for 10 years after separation, then destroy.

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Item No.	Description	Retention
	<u>Logistics</u>	
35	<u>DR-15 and DR-15A Issuance Ledger</u> Record of the assignment of DR-15 and DR-15A books to individuals.	Retain for 3 years and until audit requirements are met, then destroy.
36	<u>Impound Forms</u> Documentation of information regarding the impoundment of vehicles by the University of Maryland Police.	Retain for 3 years, then destroy.
37	<u>Property Receipts (Evidence)</u> Documentation of possession and disposition of evidence collected by the University of Maryland Police.	Retain for 3 years or until case is disposed of in court or charges are dropped, whichever is later, then destroy.
38	<u>Property Receipts (Non-Evidence)</u> Documentation of possession and disposition of non-evidentiary property obtained by the University of Maryland Police.	Retain for 3 years, then destroy.
39	<u>Request for Laboratory Analysis Forms (MSP Form #67)</u> Documentation of requests to the Maryland State Police for laboratory analysis of evidence collected by the University of Maryland Police.	Retain for 3 years or until case is disposed of in court or charges are dropped, whichever is later, then destroy.
40	<u>State Summons Book Issuance Log</u> Record of the assignment of State Summons books to individuals.	Retain for 3 years, then destroy.

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Item No.	Description	Retention
	<u>Chief's Office</u>	
41	<u>Accreditation Files</u> File folders containing Commission on Accreditation for Law Enforcement Agencies standards, standards status reports, & proof of compliance for purposes of international accreditation.	University of Maryland Police to retain for 3 years after subsequent reaccreditation, then send to University Archives at the University of Maryland for permanent retention.
42	<u>Arrest Ledger</u> Record of University of Maryland Police arrests in chronological order.	Retain for 75 years, then destroy.
43	<u>Court Liaison Files</u> Files containing copies of court summonses, correspondence to courts, etc.	Retain for 1 year from receipt, then destroy.
44	<u>Directive Files</u> Files containing resource and reference materials utilized in writing and modifying directives, draft versions of directives, and final versions of directives.	Retain until superseded, updated, cancelled, or obsolete, then destroy.
45	<u>General Correspondence</u> Includes general correspondence for all units of the University of Maryland Police.	Screen annually and destroy that material for which no further reference is required. Material deemed to have historical or permanent administrative value to be sent to University Archives at the University of Maryland for permanent retention.
46	<u>Inspectional Files</u> Files containing inspectional reports from staff and decentralized line inspection programs.	Retain for 3 years, then destroy.
47	<u>Internal Affairs Files</u> Files on Internal Affairs investigations of former and current employees. Includes information from personnel files.	Retain for 10 years after employee separation, then destroy.
48	<u>Legal Files</u> Includes copy of paperwork associated with civil litigation, civil suits, etc.	Retain for 10 years after case is closed, then destroy.
49	<u>Office of Judicial Programs Referrals</u> Copy of referrals made by officers to the Office of Judicial Programs.	Retain until disposition is received, then destroy.
50	<u>Incident Log</u> Electronic record of University of Maryland Police reportable events in chronological order.	Print quarterly and send to University Archives at the University of Maryland for permanent retention.

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Item No.	Description	Retention
	<u>Chief's Office</u>	
51	<u>Personnel Files</u> Files pertaining to current and former employees containing paperwork related to hiring, certificates, awards, disciplinary action, etc.	Retain for 10 years after separation, then destroy.
52	<u>Public Information Log</u> Copy of media releases.	Retain for 1 year plus the current semester, then forward to the University Archives at the University of Maryland for permanent retention.
53	<u>Trespass/Denial of Access Hearing Logs</u> Copy of materials used in Trespass/Denial of Access hearings containing police report information.	Retain until expiration of appeal process is reached, then destroy.
54	<u>Search Committee Files</u> Search committee materials for administrators and exempt staff. Consists of advertisements, final recommendation of the committee, meeting minutes containing final recommendation data, voting results, top candidate resumes (top 5 or 2 only – depending on size of search), and all information on appointed candidate.	Retain listed material for 10 years, then destroy. Retain other search committee material for 1 year, then destroy.
55	<u>Contract and Grant Files</u> Records that document contracts and grants received by the University of Maryland Police from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgements, and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence, and memoranda.	Retain state contract and grant files for 3 years after the close of the contract/grant, then destroy. For federal contracts and grants, adhere to the retention standards in OMB Circular No. A-110, Subpart C.
56	<u>Performance Review and Development Files</u> Evaluations of exempt and non-exempt staff members, which indicate employee performance factors, performance ratings given by the employee's supervisor, and employee development plans.	Retain for 10 years after termination of employment, then destroy.
57	<u>Departmental Publications</u> Newsletters, technical reports, brochures, annual reports, and other material published by the University of Maryland Police.	Forward a copy of publication to the University Archives at the University of Maryland at the time of publication for permanent retention. Screen remaining material annually and destroy material for which no further reference is required.

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Item No.	Description	Retention
	<u>Communications</u>	
58	<u>Digital Recording Compact Disks</u> Recordings of telephone calls and radio transmissions.	Retain for 1 year, then erase.
59	<u>NCIC (National Crime Information Computer) Clear Files</u> Items entered into NCIC as stolen that have been cleared due to recovery.	Retain until end of the calendar year, then destroy.
60	<u>NCIC (National Crime Information Computer) Locate Files</u> Stolen articles that were listed in NCIC and recovered by the University of Maryland Police.	Retain until end of the calendar year, then destroy.
61	<u>NCIC (National Crime Information Computer) Teletype Entries</u> Entries made into NCIC for stolen autos, boats, license plates, and vehicles.	Retain for 1 year after NCIC purge and until all audit requirements are met, then destroy.
62	<u>NCIC (National Crime Information Computer) Teletype Entries for Missing Persons and Guns</u> Entries made into NCIC for missing persons and guns.	Retain for 1 year after NCIC purge and until all audit requirements are met, then destroy.
63	<u>Video Tapes and/or Digital Recordings</u> VHS tape and/or digital recordings from monitors placed inside and outside of University buildings.	Retain for 1 year, then erase.

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Item No.	Description	Retention
	<u>Investigations</u>	
64	<u>Confidential Informant Files</u> Contains initial contact sheet, subsequent contact sheets, and any documentation related to information that the informant provides (statements, reports, etc.).	Retain for 5 years after last contact with informant, then destroy.
65	<u>Equipment Logs</u> Contains information relating to equipment/radios used by investigations personnel.	Retain for 1 year, then destroy.
66	<u>Investigative Files</u> Contains duplicates of reports, witness statements, property receipts, analysis reports, documentation of evidence, search warrants, subpoenas, memos, and correspondence already contained in arrest file in the Records Unit. Additionally contains investigative summaries.	Retain investigative summaries in Investigations Unit for 3 years, then transfer to Arrest Record (see items 9-11). Retain other material for 3 years, then destroy.
67	<u>Pawn Unit Lists</u> Lists of property pawned in Montgomery County.	Retain for 1 year, then destroy.

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Item No.	Description	Retention
	<u>Patrol</u>	
68	<u>Building Security Reports</u> Written survey of the condition of buildings within the jurisdiction of the University of Maryland Police.	Retain for 1 year, then destroy.
69	<u>Duty Log</u> Record of on-duty personnel and equipment and vehicles checked out.	Retain for 1 year, then destroy.
70	<u>Ride-Along Requests</u> Forms filled out by citizens to request a ride-along.	Retain for 1 year, then destroy.
	Access to records covered by the Freedom of Information Act will be determined by the University of Maryland, College Park Office of Legal Affairs.	
	If the University Archives at the University of Maryland are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e., 25 years) will be transferred to the State Records Center in Jessup.	
	Until audit requirements are met means 3 years for state-related documents, 3 years for non-monetary federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000.	